

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 03-11

DATE: 05/23/2003

DISPOSAL DATE: On-going

RE: CONTRACT
EXPENDITURE
REPORTING FOR PRIVATE
AGENCIES FOR APRIL
2003 ON CORE

To: Private W-2 Agency Directors

From: Bettie A. Rodgers /s/
Division Administrator

PURPOSE

The purpose of this letter is to provide information on how to report expenditures for your W-2 contracts for periods beginning April.

BACKGROUND

Effective January 2003, the Department of Workforce Development (DWD) began implementing the Central Office Reporting (COrE) system for county W-2 agencies. COrE is a payment system for grants that replaces the Community Aids Reporting System (CARS) previously used to process W-2 expenditure reports.

Currently, DWD is converting the Non-County and Private Agency grant payments from CARS to COrE. This change will be effective for April 2003 expenditure reports due to DWD by May 31, 2003. Because of the short notice, if agencies have already submitted their reports through CARS, they will not need to do so again. In addition, if an agency does not want to use COrE for April, DWD will accept its expenditure report through CARS. However, payments will be made through COrE for April, and the report you receive back from DWD with your payment will look different.

GENERAL INFORMATION ON REPORTING

The reporting forms are very similar to the CARS expenditure reports. There are several minor differences as follows:

- You do not have to report in whole dollar amounts. The COrE system accepts cents.
- A year-to-date column is no longer included.
- The CARS profile numbers were from 3 to 6 digits long. The new codes are 4 digits long and are called line codes, not profiles.
- The vast majority of line codes are identical to the old profiles. A crosswalk is located on the COrE Website <http://www.dwd.state.wi.us/dws/bds/core/>.
- Detailed instructions for the report preparer are also at the COrE website <http://www.dwd.state.wi.us/dws/bds/core/>.
- COrE will produce financial management reports that will be sent to you.

PROCEDURES

- The W-2 Expenditure Reports must be submitted electronically to the dwdgrants@dwd.state.wi.us mailbox by the end of the following month. For example, the April report should be submitted by May 31st.
- Agencies must complete an Electronic Expenditure Report Certification form annually in order to confirm the intent to submit electronically.
- Information on Reporting forms and instructions on completing the forms can be found on the CORE website <http://www.dwd.state.wi.us/dws/bds/core/>.

For information and assistance in reporting, contact Sue Losen, 266-7915.

REGIONAL OFFICE CONTACT: Area Administrator (Department's Contract Manager)